



411th BSB
Environmental Management System's
Cross Functional Team
26 May 2004
Meeting Summary

The EMS Coordinator, Ms. Kimmerly, announced that the Implementation Plan has been presented to LTC Vanderpot for Command approval and will be presented to the Environmental Quality Control Committee during the EMS Kick-off during the 03 June 2004 EQCC Meeting.

Discussion was held concerning the method of consolidating Category Codes into the general classification areas based on shared aspects/ activities. Ms. Kimmerly reviewed the Category Codes for each installation according to their appearance in the existing Army Building Registry Database. The review was useful in identifying erroneous Category Code assignment at several of the installations within the BSB. Attendees suggested that Ms. Kimmerly and Ms. Osborne-Flesch provide the list to CFT members and personnel in command positions for review; an electronic version will be distributed to all CFT members and a hardcopy will be reviewed with other appropriate personnel before the next monthly CFT meeting.

Ms. Osborne-Flesch presented the Draft version of the Aspect/Impact Identification excel workbook and provided attendees with printouts of the worksheets listing the aspects/ activities and impacts so far identified as associated with the general Category Code classification list selected by the CFT for use. The spreadsheets were discussed and all attendees were requested to review them for aspects and impacts that may have been left out or assigned to the incorrect classification. The edits proposed by the attendees will be incorporated into the excel workbook to improve aspect and impact identification.

Ms. Kimmerly announced that she has accepted a new position with IMA-Europe and will no longer serve as the EMS Coordinator for the 411th BSB; this position will be filled by Ms. Osborne-Flesch until a replacement is hired for Ms. Kimmerly.

The CFT members were reminded to develop unit Mission Focus information for their respective units. Ms. Osborne-Flesch will continue to serve as resources to help CFT members gather this information, if so requested.



Each attendee was presented the following information:

1) Hardcopies of:

- Spreadsheet for General Classification List for Category Codes and their Associated Aspects;
- Spreadsheet for Aspects and Associated Impacts Summary;
- Table presenting the Summary of the Impacts identified for the areas presented in the General Classification List.

2) A CD containing electronic versions of:

- Spreadsheet for Aspects and Impacts Identification – CFT (excel workbook);
- Aspects and Associated Impacts Summary (excel workbook);
- Draft Final Implementation Plan;
- Draft Final Aspects and Impacts Identification Procedure.

A meeting for the CFT to further discuss Aspects and Impacts Identification and the associated spreadsheets and Category Code issues will be held during the Week of 14-18 June 2004 at a time and location to be announced.

The monthly recurring meetings will continue to be held on the last Wednesday of each month at 13:30 hrs (30 June 2004; 28 July 2004, etc.). These meetings will be conducted in the Casablanca Room, Building 31, Campbell Barracks.

Attendees:

Mr. Roy Miller, AAFES
Mr. Ed Subjek, AMC
Ms. Mary Kay Foley, 293rd BSB
Mr. John Campochiaro, AMC


Elizabeth Kimmerly
411th BSB DPW EMO
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Graves, 411th BSB
LTC Vanderpot, 411th BSB